

# Facilities Coordinator

(Motor Pool)

## OUR MISSION... To provide a clean, comfortable, and safe environment on Capitol Hill.

The Georgia Building Authority (GBA) is responsible for all services associated with the management of 36 buildings and various facilities located in the Capitol Hill Complex in Atlanta, Georgia, including the Georgia State Capitol building and the Governor's Mansion in northeast Atlanta. GBA provides maintenance, renovations, housekeeping, landscaping, food service, event catering, recycling, parking, and building access services to state employees housed in GBA-managed facilities.

### Job Information

**Job Type:** Full Time

**Number of Vacancies:** 1

**Unit:** Facilities/Motor Pool

**Pay Grade:** SWD 13

**Hiring Salary:** \$36,000.00 - \$40,000.00

**Location:** Atlanta, GA

**Opens:** October 31, 2014

**Closes:** November 13, 2014

(Must be received by 5 p.m.)

Obtain the detailed job description or applicants who require accommodations for the application process should contact

404-463-5664 or e-mail

[hr-email@spo.ga.gov](mailto:hr-email@spo.ga.gov)

*GBA will attempt to meet reasonable accommodation request whenever possible.*

### INTERESTED? Here's What You Need:

Email resume in Microsoft Word/PDF format to [hr-email@spo.ga.gov](mailto:hr-email@spo.ga.gov)

To ensure proper routing/handling of your credentials, copy/paste or type the following in the subject line of your email:

**Facilities Coordinator - Motor Pool**



**Website:** [www.gba.ga.gov](http://www.gba.ga.gov)

### Position Overview

**Duties:** Under general supervision, dispatch work orders and update work order system with current information. Coordinates yearly inspection of equipment and vehicles and maintain inventory of completed inspections. Manage a general tool room for GBA Motor pool. Coordinates the purchase or requisition of supplies and equipment. Maintains 24 hour emergency on call availability.

### Minimum Qualifications (Agency Specific):

Three (3) years of general facilities maintenance and/or motor pool experience. Good clerical and computer skills including experience with a Computer Management Maintenance System (CMMS). Must have a valid Georgia Driver's License and meet the agency's requirements to be an authorized driver.

**Competencies (Agency Specific):** Ability to communicate effectively both orally and in writing. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service. Ability to follow oral and written directions.

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If applying for a position that requires a degree, an official college transcript must be furnished. Only educational credentials from an accredited institution will be considered. GBA will select the most qualified applicants for an interview; only those selected for interviews will be updated on position status.

The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

**Due to a large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone. No notifications will be sent to applicants except to those who are selected for interviews.**